

Position Title: SENIOR VICE PRESIDENT OF FINANCE

Department: STATE COMPENSATION INSURANCE FUND

Final Filing Date: Friday, April 24, 2009

Bulletin ID: 01272009_4

The Above-Named Examination Bulletin is Amended as Follows:

The Final Filing Date for this examination has been extended until April 24, 2009.

We regret any inconvenience this may cause to candidates who have filed for the examination.



STATE COMPENSATION INSURANCE FUND CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | STATE COMPENSATION INSURANCE FUND | RELEASE DATE: | Friday, March 13, 2009 |
| POSITION TITLE: | SENIOR VICE PRESIDENT OF FINANCE | FINAL FILING DATE: | Friday, April 3, 2009 |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | Friday, April 24, 2009 |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 01272009_4 |

POSITION DESCRIPTION

The Senior Vice President of Finance is a member of and active contributor to the executive/management team. The proposed position will be responsible for formulating policy and providing program management oversight to implement a comprehensive and coordinated finance program which is in alignment with the State Fund's mission. This individual will be the State Fund's chief policy maker in the areas of accounting, budgeting, banking, business applications, payables and receivables, credit and collections, and financial systems and analysis.

The Senior Vice President of Finance will report directly to the State Fund's Chief Financial Officer.

****PENDING SPB/DPA APPROVAL FOR THE POSITION AND LEVEL.****

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Certification such as Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is recommended for this position.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

The most qualified candidates for the position should possess the following:

EDUCATION: Possession of at least a 4-year degree in Accounting, Finance, Business Administration, or a closely related field, and certification such as Certified Public Accountant (CPA) or Certified Management Accountant (CMA). Possession of a master's degree in Finance, Accounting or Business Administration (MBA) is highly desirable.

EXPERIENCE: Ten years of increasingly responsible experience in the field of finance, accounting, or auditing, or a closely related field, at least five of which shall have been at the managerial level. At least two years' experience working for an insurance provider, either public or corporate, is recommended.

Qualified candidates should also have specific experience in the following areas:

(1) Acting as a member of the management team to support and assist in the achievement of an organization's mission and goals. (2) Establishing program priorities, establishing programs to carry out these priorities, and evaluating the results. (3) Selecting, developing, motivating and managing subordinate managers. (4) Analyzing organizational and operational problems and developing timely and economical solutions. (5) Achieving corporate and program objectives through the effective use of available resources. (6) Gaining support for corporate goals, and promoting and encouraging a success-oriented, accountable work environment with an emphasis on customer service. (7) Developing accounting/financial policies, practices, and internal controls, in conformance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB), Model Audit Rules (MAR), Statutory Accounting Principles (SAP) and all requirements placed on the insurance industry by the National Association of Insurance Commissioners (NAIC). (8) Experience working in two or more of the following seven areas: Accounting, Budgeting, Payables/Receivables, Business Applications, Banking, Financial Systems/Analysis, and/or Credit/Collections.

KNOWLEDGE OF: (1) Principles, practices and trends of public and business administration. (2) The organization, mission and statutory environment of the State Fund. (3) Current principles of management and supervision, including the principles and application of the State of California's Equal Employment Opportunity guidelines.

In addition, knowledge of the seven basic areas for which the position will be responsible, including: (a) Accounting, including how to manage financial information using financial statements and investment reports, underwriting and claims data, premium revenues, and financial and operating metrics; and how to successfully manage an organization's financial and accounting activities following the requirements established through GAAP, GASB, MAR, SAP and NAIC. (b) Budgeting, including the entire budget process from inception of projected expenditures to the reconciliation of actual expenditures in the organization. (c) Payables/receivables, including the knowledge to develop, implement and manage programs to collect or disburse monies to employees, including payroll. (d) Business Applications, including the development and management of programs to pay vendors (not related to workers' compensation claims). (e) Banking – developing, implementing and managing all policies related to a quasi-public corporate banking operation, including reconciling corporate or agency bank statements and tracking monies related to an

investment and bond program. (f) Financial Systems and Analysis – developing, implementing, and managing policies related to creation and management of automated information technology systems/services in support of a corporate-level finance operation. (g) Credit and Collections – developing, implementing and managing policies related to the collection of monies owed to a corporation or agency.

ABILITY TO:

(1) Develop and execute a comprehensive organizational structure for finance and accounting that incorporates State Fund's unique position as a quasi-public agency with the business model of the insurance industry, in order to efficiently provide excellent business partnership to Executive, management, employees and other stakeholders. (2) Develop an effective financial plan which utilizes and promotes the talent of an organization's workforce. (3) Communicate in a highly effective manner, both orally and in writing, in order to serve as a corporate or agency spokesperson, both internally and externally, on all issues related to finance and accounting. (4) Ensure stringent oversight and strict internal controls over all organizational functions which have a fiscal or financial aspect. (5) Develop, implement, and manage policies that enable an organization to meet its responsibility to its customers and stakeholders, to ensure fiscal solvency and financial integrity, and to comply with all relevant guidelines (including GAAP, GASB, MAR, SAP and NAIC), in the areas of Accounting, Budgeting, Payables/Receivables, Business Applications, Banking, Financial Systems/Analysis, and Credit and Collections (as listed above under "Knowledge of").

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **SENIOR VICE PRESIDENT OF FINANCE**, with the **STATE COMPENSATION INSURANCE FUND**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

STATEMENT OF QUALIFICATIONS: To be considered for this position, in addition to the standard state application (STD. 678), each interested applicant is required to submit a Statement of Qualifications by the Final Filing Date for the position. The Statement of Qualifications must include specific information on how the candidate's background, knowledge, skills and abilities meet the position's Minimum Qualifications, Knowledges and Abilities, and Desirable Qualifications, as described on this bulletin.

In your written response, please discuss the items in the order asked, and number your responses to correspond with the appropriate Statement of Qualifications discussion items.

The Statement of Qualifications **MUST** discuss the following critical factors:

(1) Describe your educational background, including any post-graduate degrees in finance, accounting, or related fields, and any related certificates for which you have qualified, such as Certified Public Accountant (CPA) or Certified Management Accountant (CMA).

(2) Describe your experience in finance and/or accounting, including preferably at least 5 years at the managerial level and at least 2 years in the insurance field.

- (3) Describe your ability and experience in developing and implementing a strategic management plan that incorporates an efficient and comprehensive financial structure and fulfills the needs of customers and other stakeholders.
- (4) Describe your knowledge/experience in utilizing the regulatory requirements of GAAP, GASB, MAR, SAP, NAIC, and/or comparable principles and requirements to ensure that an organization's financial practices conform with all necessary guidelines and professional/ethical standards.
- (5) Describe how you have created and/or modified an organizational structure for finance and/or accounting that meets the contrasting requirements of various stakeholders, including executive, management, regulatory agencies, employees and customers.
- (6) Describe your experience in planning, organizing and directing the work of professional and other staff in a finance/accounting environment. Include the number and level(s) of persons reporting to you, the range of their responsibilities, and the level of your responsibility in the organization.
- (7) Describe your knowledge/experience in the principles and practices of effective financial and investment management. Include examples of "hands-on" experience in preparing and analyzing financial statements, financial statement disclosures and underlying accounting transactions and data.
- (9) Describe your experience representing a corporation or agency in communicating with internal and external stakeholders in the area of finance, accounting, or a closely related field. Include how you have explained complex financial concepts to managers, employees or members of the public who are not finance/accounting professionals.

FILING INSTRUCTIONS

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS BY THE FINAL FILING DATE WILL BE ELIMINATED FROM THE EXAMINATION.

Please do not include CDs, DVDs or other audio-visual materials with the State Application or Statement of Qualifications.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than NINE pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE COMPENSATION INSURANCE FUND, Human Resources
P. O. Box 420807, San Francisco, CA 94142-0807
Linda Cain | (415) 565-1160 | lsca@scif.com

ADDITIONAL INFORMATION

ON-LINE APPLICATIONS may be accessed and submitted only via the State Compensation

Insurance Fund internet site, www.scif.com/careers, under Exam Info - Current Exams. THE STATEMENT OF QUALIFICATIONS must be submitted either in person, by U.S. Postal Service, or by e-mail (e-mail address: lscairn@scif.com). SYSTEM ID NUMBER -- FOR HR USE ONLY: 30222KP

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE COMPENSATION INSURANCE FUND reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>